

## CHANGE REQUEST COVER SHEET

**Change Request Number:** 14-03

**Date Received:** 12/3/2013

**Title:** Harmonization of Signature Authorities on the Program Requirements Document

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**Name:** David Woodson

**Phone:** 202-267-7601

**Policy OR Guidance:** Policy

**Section/Text Location Affected:** 1.2.15 AMS Lifecycle Management Documentation Table; Program Requirements Document signature page

**Summary of Change:** Administrative modification to harmonize wording and signature authority identifiers for the program requirements document; also corrects two spelling errors in Table 1.2.15-1

**Reason for Change:** There are minor differences in the signature authority identifiers in appendix b, table 1.2.15-1, and the PRD signature page; spelling errors in table 1.2.15-1

**Development, Review, and/or Concurrence:** Internal AAP-130 coordination and review

**Target Audience:** Acquisition management workforce

**Potential Links within FAST for the Change:** None

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** None

**Links for New/Modified Forms (or) Documents (LINK 1)**

**Links for New/Modified Forms (or) Documents (LINK 2)**

**Links for New/Modified Forms (or) Documents (LINK 3)**

**SECTIONS EDITED:**

Acquisition Management Policy:

**Section 1.2.15 : AMS Lifecycle Management Documentation** [[Old Content](#)] [[New Content](#)] [[RedLine Content](#)]

**SECTIONS EDITED:**

**Section 1.2.15 : AMS Lifecycle Management Documentation**

**Old Content:** Acquisition Management Policy:

**Section 1.2.15 : AMS Lifecycle Management Documentation**

Table 1.2.15-1 summarizes the purpose, requirement, responsible organization, and approving official for required AMS lifecycle management planning and control documents. Appendix B contains detailed policy for investment program documents. Complete instructions and templates are in FAST. Click here to [view tailoring guidelines by acquisition category](#).

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*Table 1.2.15-1 AMS Lifecycle Acquisition Management Policy Planning and Control Documents*

**Agency-Level Strategic Planning Documents**

<b>Document</b>	<b>Purpose</b>	<b>Requirement</b>	<b>Responsible Organization(s)</b>	<b>Approving Official or Body</b>
<b>FAA Strategic Plan</b> (currently Destination 2025)	Defines long-range vision and goals for the FAA	Reviewed and updated annually	Strategy, Budget, and Planning Committee	Administrator
	Establishes top-level performance measures and multi-year performance targets for the FAA			
<b>NAS Concept of Operations (ConOps)</b>	Defines target operational capabilities of the National Airspace System	Reviewed annually and updated as needed	Advanced Concepts & Technology Development Office	NextGen Management Board
<b>NAS Operational Requirements Document (ORD)</b>	Specifies FAA operational services consistent with the NAS ConOps	Updated annually or as necessary to remain consistent with the NAS ConOps	Advanced Concepts & Technology Development Office  ATO Operational Concepts and	NextGen Management Board  Concept Steering Group endorses

			Requirements	
			Lines of business	
<b>NAS Requirements Document</b>	Specifies NAS functional and performance requirements derived from the NAS ORD	Updated annually or as necessary to remain consistent with the NAS ConOps and ORD	NAS Systems Engineering Services  Advanced Concepts & Technology Development Office  NAS Lifecycle Integration Office  ATO Operational Concepts and Requirements  Lines of business	NextGen Management Board  NAS Systems Engineering Services endorses
<b>FAA Enterprise Architecture</b>	Defines the FAA target architecture and the transition strategy to reach the target  Establishes the basis for service organization planning  Defines the strategic investment plan for the FAA	Reviewed annually and updated as needed	Chief Information Officer  Assistant Administrator for NextGen	Joint Resources Council

### Portfolio-Level Documents

<b>Document</b>	<b>Purpose</b>	<b>Requirement</b>	<b>Responsible Organization(s)</b>	<b>Approving Official or Body</b>
<b>Operational Capability Business Case (NAS)</b>	Defines the rough costs and benefits of an operational capability	Required as the basis for establishing a new operational capability	Advanced Concepts and Technology Development Office  ATO Program Management Office	NextGen Systems Engineering & Modeling

			Investment Analysis & Planning	
			Service organizations	
<b>Operational Capability Integration Plan (NAS)</b>	Defines the relationships, responsibilities, and agreements between all organizations contributing to the achievement of an operational capability	Preliminary plan required upon formation of a capture team  Final plan required when all capability elements have entered concept and requirements definition	Portfolio manager  Capture team	NextGen Management Board

### Program-Level Documents

Document	Purpose	Requirement	Responsible Organization(s)	Approving Official or Body
<b>Acquisition Program Baseline</b>	Establishes the performance, cost, and schedule baselines for an investment program segment	Required for the final investment decision	Investment analysis team headed by the service organization with the mission need	Chair of the Joint Resources Council  Designated ACAT reviewers
<b>Program Requirements Document</b>	Defines the operational framework and performance requirements an investment program must achieve	Preliminary document at the investment analysis readiness decision  Revised document at the initial investment decision  Final document at the final investment decision	Implementing service organization  Operating service organization	ATO: Vice Presidents of the executing service unit during solution implementation and the operating service organization  Non-ATO: Second-level executive of the executing service organization during solution implementation
<b>Business Case</b>	Provides the analytical and quantitative basis for investment decisions	Initial business case at the initial investment decision  Final business case at the final investment	Investment analysis team, headed by the service organization with the mission need	ATO: Vice President of the implementing service organization  Non-ATO: Director of the implementing service

		decision.		organization Designated ACAT reviewers
<b>Implementation Strategy and Planning Document</b>	Defines overall implementation strategy and planning for an investment program	For the initial investment decision, alternatives analyzed and summarized comparatively for factors in select sections of the ISPD  Complete ISPD is required for the final investment decision  Reviewed annually	Implementing service organization  Operating service organization	Chair of the Joint Resources Council  ATO: Chief Operating Officer / Deputy Chief Operating Officer  Non-ATO: Second-level executive of the organization executing during solution implementation  Stakeholder organizations approve specific sections per the ISPD template  Updates approved at the same level
<b>OMB Exhibit 300</b>	Budgetary document required by OMB for designated investment programs	Preliminary document at the initial investment decision  Final document at the final investment decision	Investment analysis team  Implementing service organization	ATO: Chief Operating Officer  Non-ATO: Associate or Assistant Administrator of the line of business or staff office  Acquisition Executive  Chief Financial Officer  Chief Information Officer  Deputy Administrator concurs

**New Content: Acquisition Management Policy:  
Section 1.2.15 : AMS Lifecycle Management Documentation**

Table 1.2.15-1 summarizes the purpose, requirement, responsible organization, and approving official for required AMS lifecycle management planning and control documents. Appendix B contains detailed policy for investment program documents. Complete instructions and templates are in FAST. Click here to [view tailoring guidelines by acquisition category](#).

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**Table 1.2.15-1 AMS Lifecycle Acquisition Management Policy Planning and Control Documents**

**Agency-Level Strategic Planning Documents**

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<b>NAS Concept of Operations (ConOps)</b>	Defines target operational capabilities of the National Airspace System	Reviewed annually and updated as needed	Advanced Concepts & Technology Development Office	NextGen Management Board
<b>NAS Operational Requirements Document (ORD)</b>	Specifies FAA operational services consistent with the NAS ConOps	Updated annually or as necessary to remain consistent with the NAS ConOps	Advanced Concepts & Technology Development Office  ATO Operational Concepts and Requirements  Lines of business	NextGen Management Board  Concept Steering Group endorses
<b>NAS Requirements Document</b>	Specifies NAS functional and performance requirements derived from the NAS ORD	Updated annually or as necessary to remain consistent with the NAS ConOps and ORD	NAS Systems Engineering Services  Advanced Concepts & Technology Development Office  NAS Lifecycle	NextGen Management Board  NAS Systems Engineering Services endorses

			Integration Office  ATO Operational Concepts and Requirements  Lines of business	
<b>FAA Enterprise Architecture</b>	Defines the FAA target architecture and the transition strategy to reach the target  Establishes the basis for service organization planning  Defines the strategic investment plan for the FAA	Reviewed annually and updated as needed	Chief Information Officer  Assistant Administrator for NextGen	Joint Resources Council

**Portfolio-Level Documents**

<b>Document</b>	<b>Purpose</b>	<b>Requirement</b>	<b>Responsible Organization(s)</b>	<b>Approving Official or Body</b>
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<b>Operational Capability Integration Plan (NAS)</b>	Defines the relationships, responsibilities, and agreements between all organizations contributing to the achievement of an	Preliminary plan required upon formation of a capture team  Final plan required when all capability	Portfolio manager  Capture team	NextGen Management Board

	operational capability	elements have entered concept and requirements definition		
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**Program-Level Documents**

<b>Document</b>	<b>Purpose</b>	<b>Requirement</b>	<b>Responsible Organization(s)</b>	<b>Approving Official or Body</b>
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<b>Program Requirements Document</b>	Defines the operational framework and performance requirements an investment program must achieve	Preliminary document at the investment analysis readiness decision  Revised document at the initial investment decision  Final document at the final investment decision	Implementing service organization  Operating service organization	ATO: Vice Presidents of the executing service organization during solution implementation and the operating service organization  Non-ATO: Second-level executive of the executing service organization during solution implementation
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<b>Implementation Strategy and Planning Document</b>	Defines overall implementation strategy and planning for an investment program	For the initial investment decision, alternatives analyzed and summarized comparatively for factors in select	Implementing service organization  Operating service organization	Chair of the Joint Resources Council  ATO: Chief Operating Officer / Deputy Chief Operating Officer

		sections of the ISPD  Complete ISPD is required for the final investment decision  Reviewed annually		Non-ATO: Second-level executive of the organization executing during solution implementation  Stakeholder organizations approve specific sections per the ISPD template  Updates approved at the same level
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**Red Line Content: Acquisition Management Policy:  
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<b>FAA Enterprise Architecture</b>	Defines the FAA target architecture and the transition strategy to reach the	Reviewed annually and updated as needed	Chief Information Officer  Assistant Administrator	Joint Resources Council

	target		for NextGen	
	Establishes the basis for service organization planning			
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**Portfolio ~~Portfolio~~-Level Documents**

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<b>Acquisition Program</b>	Establishes the performance, cost,	Required for the final investment decision	Investment analysis team headed by the	Chair of the Joint

<b>Baseline</b>	and schedule baselines for an investment program segment		service organization with the mission need	Resources Council Designated ACAT reviewers
<b>Program Requirements Document</b>	Defines the operational framework and performance requirements an investment program must achieve	Preliminary document at the investment analysis readiness decision Revised document at the initial investment decision Final document at the final investment decision	Implementing service organization Operating service organization	ATO: Vice Presidents of the executing service <del>unit</del> <b>organization</b> during solution implementation and the operating service organization  Non-ATO: Second-level executive of the executing service organization during solution implementation
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